



Stop Change Request

In Accordance with Board Policy EEAB, this form is provided for parents/guardians who would like to request a change in their child's bus stop for safety reasons. Parents/guardians are responsible for their child's safety and supervision at bus stops as well as to and from the stop. The Columbia Public School District transports over 9,500 students daily. Bus routes and stops are determined based on considerations for safety, efficiency and effectiveness to stay in the times allowed to get students to and from school in a timely manner. Each year hundreds of change requests are received, and all are reviewed. The list of items below, though a concern for parents, are examples of situations that may not be reasons for change by the district:

- Walking distance to the stop follows similar distance as students residing in the 'No transport Zone', meaning students may have to walk as far as:
 - Grades 9–12: up to 2 miles
 - Grades K–8: up to 1 mile
- Visibility of stop from residence
- Issues with overseeing non-school age children
- Parent work schedules
- Lack of sidewalks

Timelines:

- Requests are reviewed on a first submitted, first reviewed process.
- Requests may not be reviewed until after the first 15 days of school.
- Requests may take 2+ weeks to review after the first 15 days of school.

Special Note

Due to the continued driver shortage, which affects DS Bus Lines, Inc., routes were streamlined to reduce daily buses.

This allows buses to cover more stops. As a result, DS Bus Lines, Inc. and CPS adhered to Board Policy EEAB which means:

- In general, buses will only travel along main streets, avoiding side roads, dead-ends, closed loops, and similar roads.
- Bus stops will be spaced further apart.

Please email this completed form to: CPSTransportation@cpsk12.org

DS Bus Lines, Inc.

Attn: Stop Change Request

3511 Clark Ln

Columbia, MO 65202

Requester Information

Name: _____ Email: _____

Address: _____

Phone: H (____) _____ C (____) _____



Stop Change Request

Student/s Information

Name	Grade	School

Current Bus Stop Information

Bus #: _____ Stop Location: _____

Requested Bus Stop

Bus #: _____ Stop Location: _____

This is a: ☐ New Stop ☐ Existing Stop

Please check Yes, No or N/A (not applicable) on the following questions:

Question	YES	NO	N/A
Does the path to the current stop require crossing 3 or more lanes of traffic to access	☐	☐	☐
To board the bus from the current stop, must your child cross more than 3 or more lanes of traffic, including the lane the bus is in?	☐	☐	☐
Do other students utilize the current stop	☐	☐	☐
Is the walk distance to the current bus stop less than: • Secondary – 2,640 feet • Elementary – 1,200 feet	☐	☐	☐
Is there another school bus stop within _____ feet of the requested stop: • Secondary – 1,200 feet • Elementary – 500 feet	☐	☐	☐
Is the posted speed limit of the roads along the walk path to the current stop greater than:	☐	☐	☐



Stop Change Request

• Main Rd: 45 MPH or more • Subdivision/Side Street: 35 MPH or more			
Is there off the roadway, does not have to be a sidewalk, to the current stop to allow at least 4' of space off the road for walking. Typically, city easement is 4' or more off the street. Pedestrians, including students, can use this easement space for walking.	☐	☐	☐

Please describe the justification/reason for Change Request.

(Use additional sheets of paper if necessary.)

All requests should be submitted to DS Bus Lines, Inc. for review. Requests are reviewed by the Transportation Advisory Committee (TAC). The TAC has been trained and is knowledgeable of state and district guidelines that govern bus stop locations.

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Transportation Department Use

Date Received: _____ Received By: _____

Date Reviewed by TAC: _____

Determination: ☐ Approved ☐ Disapproved

TAC Notes:

Date Closed: _____